



Subdivision Improvement Permit Close Out

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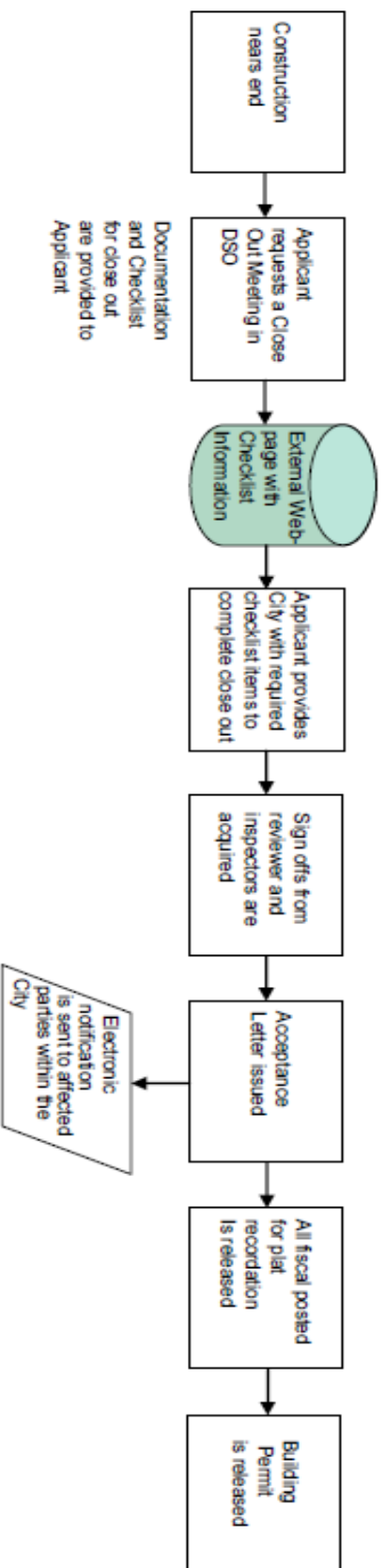


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Subdivision Improvement Permit Close Out

This Development Packet includes the procedural information, checklists and forms necessary to close out a subdivision improvement permit through the Development Services Office. This packet is not exhaustive but should answer the majority of your questions. It may also be helpful to consult the Easement Process Packet for more specific information on recording easements required to close out your permit.

Getting Started

When should the required Close Out Meeting be scheduled?

The required Close Out Meeting should be scheduled approximately **one** to **two** months before acceptance of subdivision improvements is desired.

- The applicant or the applicant's representative may contact the Development Services Office (DSO) to schedule the Close Out Meeting (see contacts list in this packet).
- The meeting will be held at the DSO located in the McConico Building at:
301 W. Bagdad Ave, Suite 140, Round Rock, TX 78664
- Online meetings can be arranged, if applicant or their representatives cannot attend in person.
- To schedule the Close Out Meeting or communicate with DSO staff please reference the project name as it appears on the Subdivision Improvement Permit Application.

Subdivision Improvement Permit Close Out process overview

General Subdivision Improvements

The *General Subdivision Checklist* will be used to close out subdivision improvements not associated with single-family subdivision improvements (*for single-family, please refer to page 6*). Copies of the checklist will be provided at the Close Out meeting with all items noted that will be required to close out the specific permit. Required items may include, but are not limited to:

- Recorded Plat
- Mylar As-Built plans
- Development Cost Letter with unit cost and quantities attached
- Maintenance Bond to warrantee constructed subdivision improvements
- Subdivision Inspection Fee
- Engineer's Letter to the Applicant notifying completion of construction
- Owner Letter requesting the City accept the improvements for ownership and maintenance
- On-site easements recorded
- Final Walk-through from Civil Inspections
- Civil Inspections Final Approval
- Tree Preservation Final Approval
- Engineering Final Approval

Single-family Subdivision Improvements

The *Single-family Subdivision Checklist* will be used to close out single-family subdivision improvements. Copies will be provided at the Close Out meeting with all items noted that will be required to close out the specific permit. Required items may include, but are not limited to:

- Plat recordation
- Mylar As-Built plans
- Development Cost Letter with unit cost and quantities attached
- Maintenance Bond to warrantee constructed subdivision improvements
- Subdivision Inspection Fee
- Engineer's Letter to the Applicant notifying completion of construction
- Owner Letter requesting the City accept the improvements for ownership and maintenance
- On-site Easements Recorded
- Final Walk-through from Civil Inspections
- Civil Inspections Approval
- Operational Streetlight Verification
- Construction of Perimeter Fencing Verification
- Tree Preservation Final Approval
- Engineering Final Approval

All required items will be discussed in detail with sample letters and copies of all forms provided at the Close Out meeting.

Contact Information

Building Inspection:

Mark Remmert(512) 218-6600 markr@round-rock.tx.us

Development Services Manager:

Brad Wiseman(512) 341-3321 bwiseman@round-rock.tx.us

Development Services Office Administration:

Kamie Fitzgerald(512) 671-2702 kfitzgerald@round-rock.tx.us
Danielle Cohen (512) 218-7043 dcohen@round-rock.tx.us

Engineering Lead:

Aneil Naik(512) 671-2753 anaik@round-rock.tx.us

Engineering, Transportation & Utilities Review:

Laton Carr(512)218-3238 lcarr@round-rock.tx.us
Aimee Chavez(512-341-3161 achavez@round-rock.tx.us

Fire Department Review:

Mark Selby(512)216-6633 selby@round-rock.tx.us
Mike Heard(512) 218-3204 mheard@round-rock.tx.us

Project Close Out:

Mianne Haley.....(512) 218-7045 mhaley@round-rock.tx.us

TIA Approval:

John Dean (512) 218-6617 jdean@round-rock.tx.us

Zoning, Landscaping, & Forestry Review:

Taylor Horton..... (512) 341-3175 thorton@round-rock.tx.us

Steps in the Process

Step 1: Close Out Meeting

The person designated as the close out contact at the Pre-Construction meeting must contact the Development Technician, at 512-218-7045, in the Development Services Office to arrange the Close Out meeting. Typically meetings may be scheduled with a one to two day notice. Please notify the Development Technician of the meeting request including two choices of dates, whether morning or afternoon times are preferred, and how many people will attend. Please provide email addresses of all attendees.

All checklists, forms and information will be provided to you at the Close Out meeting. If one or more of the attendees will attend remotely please provide their name, email address and phone number. They will be contacted directly to arrange the online meeting details.

The Close Out meeting will cover access to the online tracking system for documents and sign-offs on the City's website.

Step 2: Document Submittal

When submitting the required documents for close out always include the most recent version of the DSO Transmittal form filled out in full. The form is included in this packet in the forms section and a fillable pdf version is located in the Development Services Office's Forms Section online in Miscellaneous Forms at: www.roundrocktexas.gov/developmentforms

Once submitted the documents will be routed to the appropriate parties for review and approval. Within 24 hours of receipt the submittal will be listed in the online tracking system under the project name originally submitted on the development application. Notes/comments and approval dates may be viewed on the tracking system. A link to the tracking system is located on the City of Round Rock main web page under City Services. See: Development/Permit Tracker. Find the project close out permit and choose the Reviews tab.

If errors or deficiencies are found during the review process the close out contact person will be notified; once corrections are made please re-submit documents using the DSO Transmittal form.

Step 3: Final Walk Through

A final walk through is required to close out a subdivision improvement permit when the construction is substantially complete.

Substantial completion shall be defined as the date, in the opinion of the Owner/Developer or the Design Engineer, the work is sufficiently complete in accordance with the contract documents.

The Design Engineer shall prepare a letter to the City Reviewer in the DSO and send a copy to the City Construction Inspector declaring that substantial completion has been met and note any outstanding items. A sample of this letter is located in the forms section of this packet or on the City's website at: www.roundrocktexas.gov/home/index.asp?page=849 In Inspection Services under Construction Inspection on the Final Walk Through page.

Final Inspection/Walk Through

Within four working days after the Design Engineer presents a written notice that the work is substantially complete and the Construction Inspector concurs, the Contractor or Owner must contact the Construction Inspector to schedule a final walk-through with the Design Engineer and Contractor.

Required for Walk Through Inspection

Those needed in attendance at the Walk-Through:

- The Design Engineer – the design engineer must attend and will make note of needed repairs and ensure all parties have copies of the final punch list
- The Utility Contractor – the utility contractor must attend and have staff available to turn valves, flow hydrants, operate water services and to pull manhole covers for both wastewater and storm sewer
- Dry Utility Contractor
- City of Round Rock Construction Inspector
- City of Round Rock Reviewer
- Williamson County (if outside City limits) or MUD (if property is within MUD), if required. Please contact the project reviewer if you are unsure if these representatives' attendance is required for your walk through.
- TxDOT representative, if required. Please contact the project reviewer if you are unsure if a TxDOT representative is required for your walk through.

The Design Engineer or Contractor shall contact the Construction Inspector upon completion of punch list items to request the Construction Inspector make a final onsite inspection to verify completion.

Step 4: Sign Offs and Issuance of Acceptance Letter

The required sign-offs for subdivision improvements to be accepted are;

- the Development Services Office Reviewer
- the Civil Inspector
- the Development Services Office Landscape/Forestry Reviewer, if applicable

The Development Technician will contact each of the above parties for sign-off when all items on the Close Out checklist are complete and approved.

Once all sign offs are complete the acceptance letter will be issued. Typically the letter is issued the same or next business day. The original is mailed to the owner listed on the original development application and a scan copy is emailed to the owner, engineer, and contractor or other party posting the maintenance bond.

At this time any fiscal which may have been posted to guarantee construction of subdivision improvements will be returned.

Important Things to Know

Recorded Plat

The plat must be recorded before issuance of an acceptance letter; although, if needed, a letter of substantial completion may be requested for the purpose of obtaining a warranty/maintenance bond or other business purposes.

Performance Bond or Letter of Credit

A performance bond or letter of credit may be posted to guarantee completion of construction of subdivision improvements if the owner prefers to record the plat before completion of construction. The forms for either Performance Bond or Letter of Credit are located in the *Forms* section of this packet and on the forms page of the City website at: <http://www.roundrock.gov/developmentforms> in the Financial Forms section. Please submit the bond or letter of credit to the DSO with the DSO Transmittal form attached. The transmittal form can be found on in the *Forms* section of this packet and on the web page above in the Miscellaneous Forms section.

Attach the name and mailing address of the individual the bond or letter of credit should be returned to after final acceptance by the City. Cash is not accepted as fiscal to guarantee construction of subdivision improvements.

Regional Detention

All Regional Detention fees must be paid prior to plat recordation. Make checks payable to: City of Round Rock and use the Fee Payment Form found in the *Forms* section of this packet and on the forms page of the City website at <http://www.roundrock.gov/developmentforms>. Please submit payment to the DSO with the DSO Transmittal form attached. The transmittal form can be found in the *Forms* section of this packet and on the web page above in the Miscellaneous Forms section.

Easements

- Easements must be recorded before the plat is released for recordation.
- The City Attorney's office will prepare all easements dedicated to the City of Round Rock.
- Developers must negotiate any necessary offsite easements with the property owners before submittal of offsite easement packages.
- Please refer to the easement packet for further instructions on the easement dedication process.
- Private easements not dedicated to the City of Round Rock must be prepared and recorded by the project owner's attorney. The City of Round Rock may request a copy of these easements.

As-Builts

Mylar as-built plans must be submitted. Each page must be stamped "As-Built" or "Record Drawings". The original Mylar cover sheet, signed by City staff when the construction plans were approved for construction, must be included in the set along with a copy of the recorded final plat.

Benchmark

If it is determined by the project reviewer that placement of a benchmark is required for your subdivision improvement project, you may contact the construction inspector to obtain the brass disc for placement and direction concerning location and actual placement of the disc on the site. The required document associated with placement of a benchmark, the Survey Control Point form, may be found in the *Forms* section of this packet and is available on the forms page of the City website at <http://www.roundrock.gov/developmentforms> in the Miscellaneous Forms section.

Development Cost Letter

The Development Cost Letter must be submitted by the design engineer, under their professional seal, or by the owner. All items within easements and rights-of-way the City will accept for ownership and maintenance by the City must be included with unit costs and quantities; and totals for water, wastewater, streets, drainage, erosion control and revegetation. There is a sample of this letter in the *Forms* section of this packet, and on the forms page of the City website.

Note: Sidewalks are included in the Street Improvements category of the Development Cost Letter.

Warranty Bond

The Warranty Bond must be submitted after the Development Cost Letter is submitted and approved. The Warranty Bond must be for 10% of the approved amount as established in the Development Cost Letter. There is a copy of the required bond in *Forms*, and on the forms page of the City website www.roundrock.gov/developmentforms in Financial Forms.

Subdivision Inspection Fee

Subdivision inspection fees are assessed at a rate of 1.5% of the total improvements the City will accept for ownership and maintenance as established by the Development Cost Letter. Make checks payable to: City of Round Rock. Submit inspection fee with the Fee Payment Form found in the *Forms* section of the Close Out packet or online at www.roundrock.gov/developmentforms in Miscellaneous forms.

Engineer's Completion Notification Letter

The City of Round Rock ordinance requires a copy of a letter from the engineer to the owner notifying the owner the improvements are complete and constructed in accordance with the engineer's plans. The required wording for this letter may be found in the *Forms* section of this packet and on the *Forms* page of the City website at www.roundrock.gov/developmentforms in the Sample Letters section.

Owner Letter Requesting Acceptance

Per City Ordinance the developer must submit a letter requesting the subdivision improvements be accepted by the City of Round Rock for ownership and maintenance. A sample of this letter is located in the *Forms* section of this packet or on the forms page of the City website at www.roundrock.gov/developmentforms.

Streetlights

If street lights (not traffic control) are included in the scope of your subdivision improvement project the Development Services Office must be notified when they are operational. The DSO will confirm the date the street lights were energized with the electric company before issuance of the acceptance letter.

How to use eTRAKiT – Land Development and Permits System

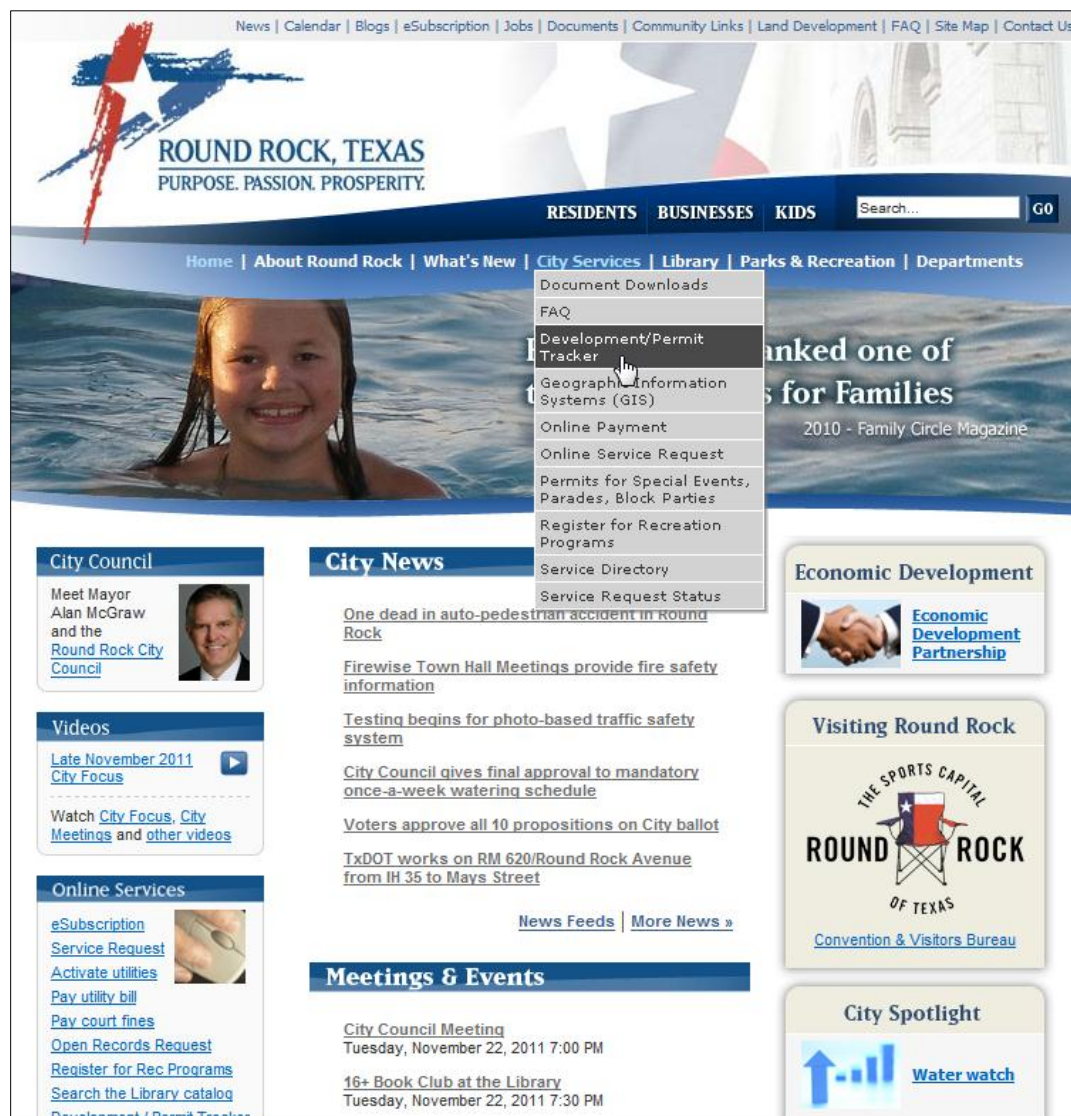
This system is accessible by project applicants or their representatives, and the general public through our www.roundrocktexas.gov/etrakit. This on-line system will allow users to see the progress of development projects, access review comments, schedule inspections and more.

The most efficient way to locate a specific project is to search by permit number, which is issued by Planning, Development Services, or Inspection Services.

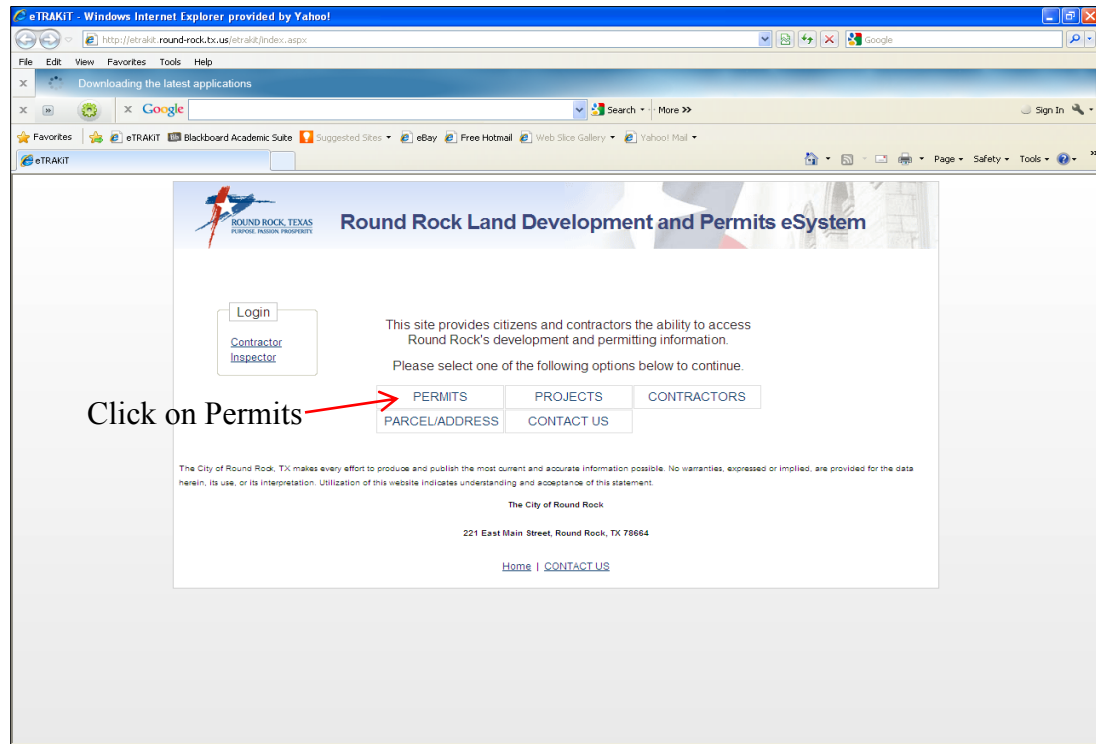
Finding Your Permit

To locate your permit information, follow the directions below:

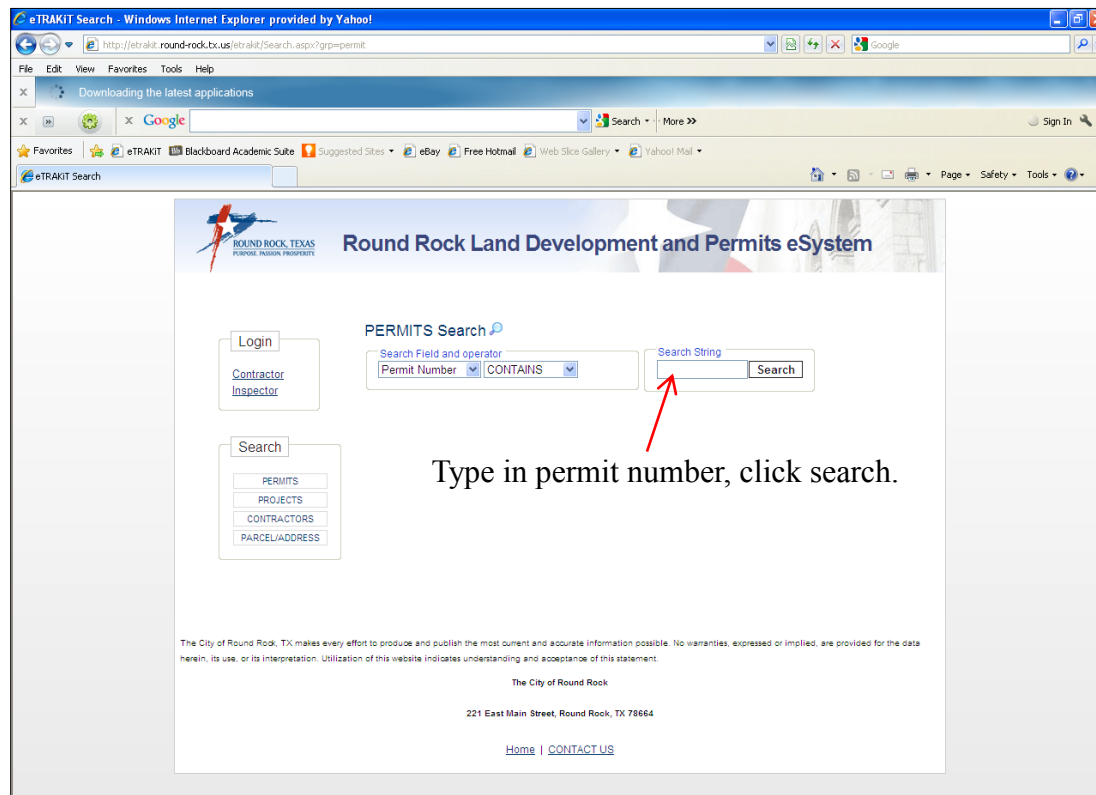
- ❖ Go online to the City of Round Rock main page at www.roundrocktexas.gov and click on the Development/Permit Tracker listed under *City Services* on the light blue ribbon in the top of the home page.



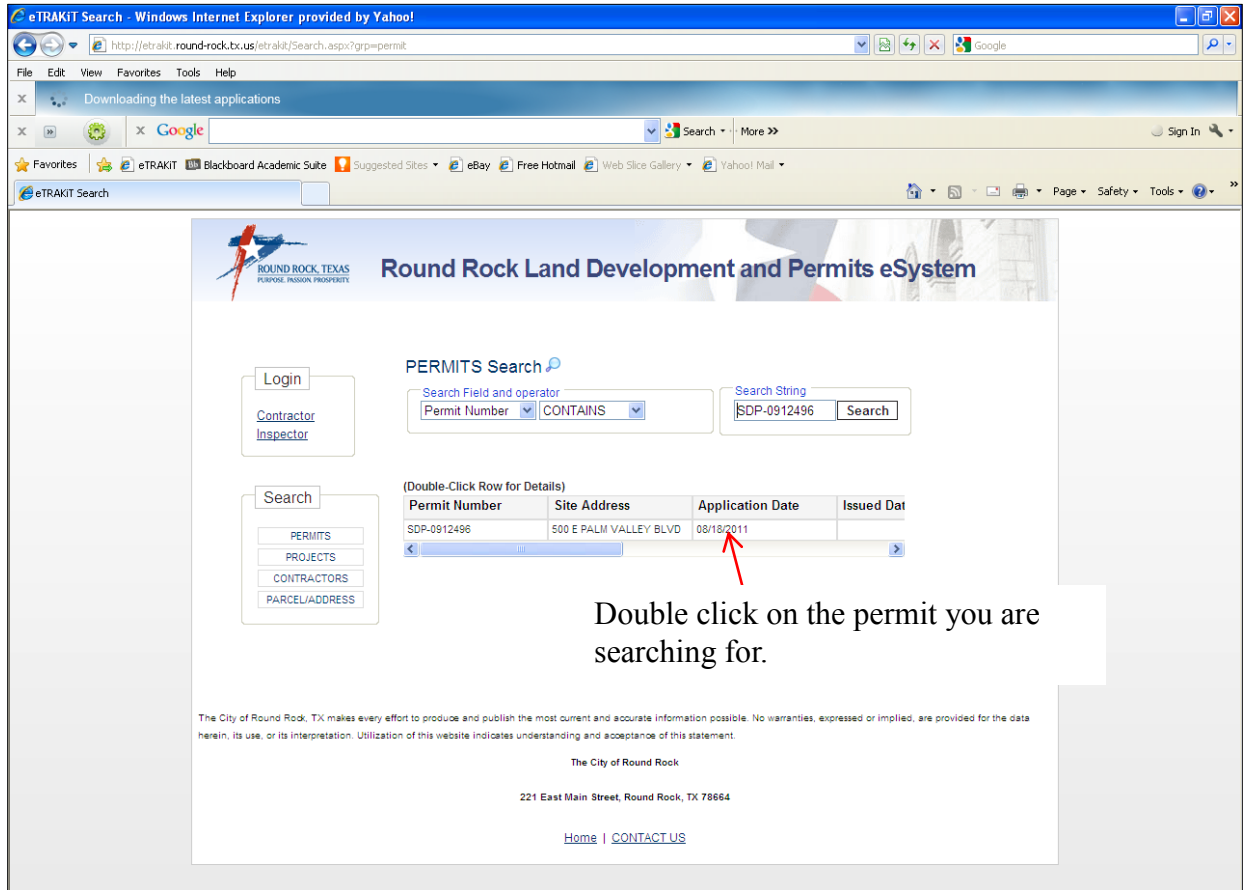
- ❖ To conduct a search, by permit number 'click' on permits.



- ❖ Type in the permit number exactly as written to ensure the search results returns the correct permit. Then click search.



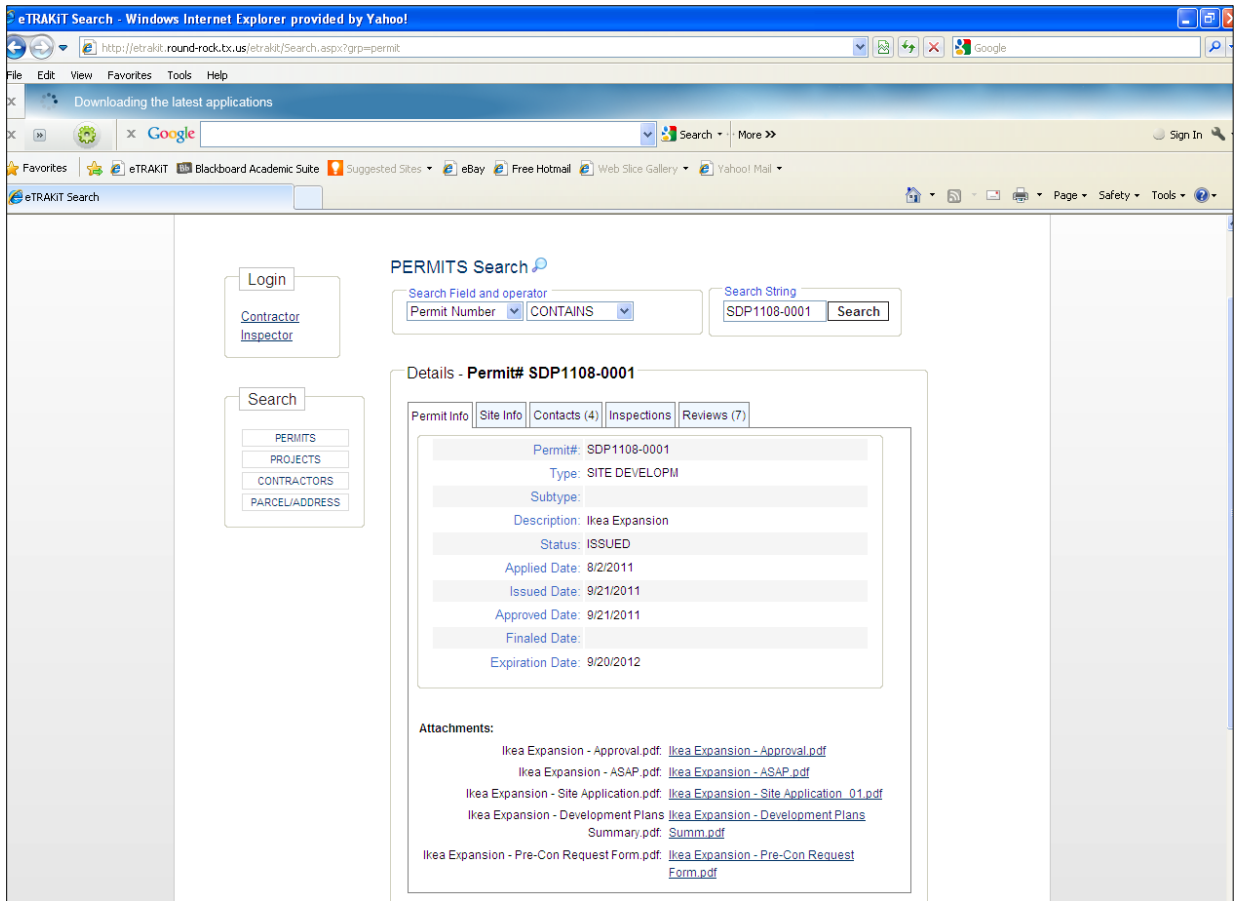
- ❖ Double click on the permit you are searching for in the search results. Slide the scroll bar under the search results to see all of the fields pertaining to this permit such as the application date, permit number, address, type of permit, description (permit name), and the status.



Tabbed Information

After clicking on the appropriate permit you will see a variety of information.

- The permit info tab allows one to see the project name, application date, permit name, project status, etc. This tab also includes all documents pertaining to the project that have been submitted by the applicants or sent back to the applicants. You will also be able to click on a link to other projects linked to your project.
- The site info tab give information on the property this project will be built on as well as a link to view the property on a map.
- The contacts tab will allow you to view all the contacts for this project such as the property owner, engineer, architect, landscape architect. Etc.
- The inspection tab will allow you to view which inspection has been conducted on this permit and what the outcome of the inspection is.
- The reviews tab allows you to view the different reviews for each permit, when they were submitted, and what the status of the reviews are.



Permit Types

You may view a variety of permit types within this system which may include attachments. The various permit types you may search include but are not limited to:

- Subdivision Improvement Permits (SIP) – This includes streets, water, wastewater, storm or roadways needed for commercial or noncommercial developments.
- Site development/Small Project Permits (SDP) – This includes all new site improvements or modification of site improvements.
- Close Out permits (CO) – After the required close out meeting this permit is automatically opened and tracks close out documents and sign offs
- As-Built Permit (ASB) – As-Built plan review
- Temporary Certificate of Occupancy (TCO) – This permit includes temporary certificates of occupancy and extensions to the temporary certificate of occupancy
- TxDot driveway permit
- Wireless transmission facility
- License Agreements

When multiple permits are associated with one project they will be linked. You may view the linked permits on the info tab.

Attachments

In Development Services, we also attach documents to the permit. These attachments include comments issued by reviewers, notification letters directing applicants as to what is needed, email correspondence, legal documentation, red line review sets, approved construction plan sets, revision plan sets, easement submittal documents, certificates of occupancy, temporary certificates of occupancy, as well as acceptance letters.

If you have difficulty locating information regarding your permit, please call Development Services at (512) 218-7043 for assistance.

Applicable Ordinances

The following list of ordinances and standards are the common references which apply to the close out process.

A. General

City of Round Rock Code of Ordinances
Part II, Chapter 36, Article VII - Public Improvements
Sections 36-203 through 36-208

B. Fiscal

City of Round Rock Code of Ordinances
Part II, Chapter 36, Article VII - Public Improvements
Section 36-206 Fiscal security

C. Fees

1. Platting

a. Regional Detention Fee

City of Round Rock Code of Ordinances
Part II, Appendix A – Fees Rates and Charges
Article IV Stormwater Drainage
Chapter 14 Section 114(d)(4)C Participation

b. Oversize Fees

City of Round Rock Code of Ordinances
Part II, Appendix A – Fees Rates and Charges
Chapter 36 Subdivisions Section 36-16 Oversize Fee

2. Close Out

a. Subdivision Inspection Fee

City of Round Rock Code of Ordinances
Part II, Appendix A – Fees Rates and Charges
Chapter 36 Subdivisions Section 36-16 Subdivision Inspection Fee

Appendix

Financial Forms

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Engineer to Owner Notification of Completion Letter	30
Owner Requesting Acceptance of Improvements Letter	31

City of Round Rock

Fee Payment

Section 1: (Fill in all blanks.)

Date: _____

Subdivision Name: _____

Contact Name: _____

Contact Phone: _____

Section 2: (Fill in only those fees required for this project.)

Inspection Fee

1.5% of Total Cost \$ _____ x .015 = \$ _____
Total Inspection Fee

Oversize Fees

Number of Single Family Lots (from plat):

\$150.00 per water connection \$150 x $\frac{\text{Number of Lots}}{\text{Number of Lots}}$ = \$ _____
Total Water

\$150.00 per wastewater connection \$150 x $\frac{\text{Number of Lots}}{\text{Number of Lots}}$ = \$ _____
Total Wastewater

TOTAL OVERSIZE FEES \$ _____

Regional Detention Participation

Total Acreage (from plat): \$800 per acre

\$800 x $\frac{\text{# of acres}}{\text{# of acres}}$ = \$ _____
Total Regional Detention

Funds will be deposited immediately after receipt. Payee is responsible for verifying amounts. Improper calculation may result in additional fund payment at a later date.

IRREVOCABLE LETTER OF CREDIT NO. _____

TO: City of Round Rock, Texas

RE: _____
(Name of Subdivision)

DATE : _____

TO WHOM IT MAY CONCERN:

We hereby authorize you to draw on _____,
(Issuing Bank)

_____ for the account

of _____ (Address)
(The "Customer") up to the aggregate amount of (U.S. \$ _____) (THE
"STATED AMOUNT") available by your draft accompanied by a certification by the City
Manager, the Director of Finance, or City Engineer, that the following condition exists:

A condition exists which, under Section 8.700 of the Round Rock Code of Ordinances (1995
Edition), entitles the City of Round Rock to draw the amounts stated in this draft under Letter of
Credit No. _____, for the construction of certain improvements associated with:

(Legal Plat Name)

Drafts must be drawn and presented by or on _____
(Three years from date of letter)

by the close of business of the Issuer of this credit and must specify the date and number of this
credit. Drafts will be honored within five calendar days of the presentment. We hereby engage all
drawers that drafts drawn and presented in accordance with this credit shall be duly honored.
Partial draws are permitted and the letter of credit shall be reduced by the amount of such partial
draws as well as by any reduction letters authorized by the City. The sum of such partial draws
shall on no account exceed the Stated Amount of this credit, and upon any draw or reduction letter
which exhausts this credit, the original of this credit will be surrendered to us.

Except as expressly stated herein, this credit is subject to the Uniform Customs and Practice for
Documentary Credits (2007 Revision), International Chamber of Commerce (Publication No. 600),
which is incorporated into the text of this credit.

This credit is irrevocable prior to its expiration date unless both parties consent to revocation in
writing.

Address of Issuer:

(ISSUING BANK)

BY: _____

(TYPED NAME)

Its _____

MAINTENANCE BOND

BOND NO. _____

KNOW ALL MEN BY THESE PRESENTS:

That _____, as Principal, hereinafter called Contractor, and _____, as Surety, hereinafter called Surety, are held and firmly bound unto the City of Round Rock, as Obligee, hereinafter called Owner, in the penal sum of \$_____, for the payment whereof Contractor and Surety bind themselves, their heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

WHEREAS, Contractor, pursuant to Section 8.706 of the Round Rock Subdivision Ordinance, is required to file with the City Engineer a warranty bond executed by a corporate surety, licensed to do business in the State of Texas, conditioned that the following improvements are free from defects in materials and workmanship:

_____ as depicted in
(Subdivision Name and Items to be warranted [i.e. Streets, drainage, etc.])

plans titled _____, as prepared by _____.
(Construction Plans Name) (Engineer)

NOW, THEREFORE, the condition of this obligation is such that, if Contractor shall remedy any defects due to faulty materials or workmanship which shall appear within a period of ___ year(s) from the date of final acceptance by the Owner, then this obligation to be void, otherwise to remain in full force and effect.

PROVIDED, HOWEVER, that Owner shall give Contractor and Surety notice of observed defects with reasonable promptness.

SIGNED and sealed this _____th day of _____, 20__.

Principal: _____

By: _____

Surety: _____

By: _____

PERFORMANCE BOND FOR
SUBDIVISION IMPROVEMENTS

THE STATE OF TEXAS

COUNTY OF WILLIAMSON

KNOW ALL MEN BY THESE PRESENTS: That _____, of the City of _____, County of _____, and State of _____, as Principal, and _____ who is authorized under the laws of the State of Texas to act as Surety on bonds for principals, are held and firmly bound unto THE CITY OF ROUND ROCK TEXAS, _____ (City), in the penal sum of _____ dollars (\$_____) for the payment whereof, well and truly to be made the said Principal and Surety bind themselves, and their heirs, administrators, executors, successors and assigns, jointly and severally, by these presents:

WHEREAS, the Principal has filed with the City final plat for that certain subdivision called _____; and

WHEREAS, §8.704 Code Of Ordinances, (1995 Edition) City of Round Rock requires a developer to file a performance bond conditioned that the developer will complete the subdivision improvements within three (3) years from the date of acceptance of the developer's Subdivision Improvement Construction Plan.

NOW, THEREFORE, THE CONDITIONS OF THIS OBLIGATION IS SUCH, that if the said Principal shall faithfully complete the subdivision improvements required by Chapter 8, Code of Ordinances, City of Round Rock, within three (3) years from the date of the acceptance of the developer's Subdivision Improvement Construction Plan, then this obligation shall be void; otherwise to remain in full force and effect.

Surety for value received stipulates and agrees that no change, extension of time, alteration or addition to the time for subdivision improvement completion or to the work performed thereunder, or the plans, specifications, or drawings accompanying the same, shall in anywise affect its obligation on this bond, and it does hereby waive notice of any such change, extension of time, or to the work to be performed thereunder.

PERFORMANCE BOND FOR
SUBDIVISION IMPROVEMENTS (continued)
Page 2

IN WITNESS WHEREOF, the said Principal and Surety have signed and sealed this instrument this _____ day of _____, 20__.

Principal

Surety

By: _____

By: _____

Title

Title

Address:

Address:

Resident Agent of Surety:

(Printed Name)

Address:

Signature

Easement Dedication

Submittal Form

When, because of subdivision or site development, dedication of an easement by separate instrument is required, take the following steps.

1. Provide the following information:

Type of Easement: _____

Circle One: Off-site Easement On-site Easement

Property/Project Name: _____

City of Round Rock Project Reviewer: _____

Grantor's Signature Block Information.

Name: _____

Title: _____

Company Name: _____

Mailing Address: _____

Appropriate Contact to arrange execution of easement.

Name: _____

Phone: _____ Email: _____

2. Attach for Submittal to Engineering & Development Services Division the following documents:

☐ Title Report issued by a title company within the last 7 days.

☐ Proof of Signatory Authority

This proof of authority may be corporate organization documents naming this person as an officer of the corporation; or minutes from a meeting of the Board of Directors which states this person has been given authority to sign legal documents on behalf of the Corporation.

☐ Signed and sealed field notes and sketch (1 original set).

The field notes caption and sketch **must** reflect the most recent deed transaction and should match what is reflected on the Title Report. Do not state the type of easement, i.e. drainage, water, storm sewer, etc.; only state 'Easement', as the easement document will specify the easement type.

☐ Digital file of field notes and sketch.

One copy of the easement as described by the survey sketch and meets and bounds shall be provided to the City in digital format as AutoCad ".dwg" files, MicroStation ".dgn" files or ESRI ".shp" files on CD ROM. Required digital file shall contain a minimum of two (2) control points referenced to the State Plane Grid Coordinate System – Texas Central Zone (4203), in US feet and shall include rotation information and scale factor required to reduce surface coordinates to grid coordinates in US feet.

Note: Developer must negotiate with property owners for any off-site easement.

Letter of Transmittal to:

City of Round Rock • Development Services • 301 W. Bagdad • Suite 140

ATTENTION: _____ **Date:** _____

Project Name: _____ **Job No.:** _____
(For Company Reference Only)

Project Address/Location: _____

Company Name: _____

Project Contact/Manager: _____ **Phone No.:** _____

Contact E-mail Address: _____

Delivered By: _____

WE ARE SENDING YOU

PLANS UNDER REVIEW ☐ SUBD ☐ SITE ☐ OTHER: _____

☐ Review Submittal # _____ (Preliminary, 1st, 2nd, 3rd, etc.)

PRE-CONSTRUCTION MEETING PACKAGE ☐ SUBD ☐ SITE

☐ 6 complete sets of plans ☐ 2 sets of engineer-approved submittals ☐ 1 trench safety plan
☐ 1 traffic control plan ☐ 1 pre-con request form

REVISIONS ☐ SUBD ☐ SITE

☐ 6 sets of affected sheets for revision # _____ (1st, 2nd, 3rd, etc.) ☐ Original cover sheet

PROJECT FINAL ACCEPTANCE DOCUMENTS

- ☐ SUBD ☐ SITE
- ☐ 1 complete set of mylar "As Builts"
 - ☐ Benchmark (Survey Control Point Form)
 - ☐ Development Cost Letter
 - ☐ Easement Package
 - ☐ Engineer's Concurrence Letter
 - ☐ Landscape Architect's Concurrence Letter
 - ☐ Inspection Fee Check and Fee Payment Form
 - ☐ Owner's Acceptance Request
 - ☐ Maintenance Bond
 - ☐ Other _____

PLATTING DOCUMENTS

- ☐ Easement Package
- ☐ Easement Release Request
- ☐ Letter of Credit
- ☐ Performance Bond
- ☐ Plat Recordation Release Form
- ☐ Other _____

Please list any items not detailed above:

OFFICE USE ONLY

RECEIVED BY: _____

Time: _____

CITY OF ROUND ROCK

SURVEY CONTROL POINT DESCRIPTION

PROJECT:

TYPE OF MARK:

VERTICAL CONTROL DATA			
ELEVATION	DATUM	ORDER	ESTABLISHED BY (FIRM)
METHOD OF SURVEY:			DATE OF SURVEY
WRITTEN DESCRIPTION:			

LOCATION MAP	SITE SKETCH
---------------------	--------------------

I, _____ do hereby certify the control point information listed above was prepared from and based on an actual on-the-ground survey performed under my direct supervision.

SIGNATURE & SEAL DATE

Revised 11-2011

(Date)

Development Services Office Engineer
City of Round Rock
301 W. Bagdad, Suite 140
Round Rock, TX 78664

Submit on company letterhead.

RE: (Project Name)

Following is the cost breakdown only for items that will be owned and maintained by the City within the above referenced project:

Streets	(\$)	Only items applicable to this project need be listed.
Drainage	(\$)	
Water	(\$)	
Wastewater	(\$)	
Erosion & Revegetation	(\$)	
Total	(\$)	

Please call if you have any questions.

Sincerely,

(Name of owner/developer or engineer)

(Name of Project)

(Only items applicable to this project need to be listed.)

Description of Work	Unit	Quantity	Unit Price	Amount
<u>STREETS</u>				
4' CONCRETE SIDEWALK (Example)	LF	231.00	\$16.00	\$3,696.00
Subtotal Streets				\$3,696.00
<u>DRAINAGE</u>				
36" RCP CLASS III (Example)	LF	105.00	\$125.00	\$13,125.00
Subtotal Drainage				\$13,125.00
<u>WATER</u>				
FIREHYDRANT (Example)	EA	1.00	\$2,500.00	\$2,500.00
Subtotal Water				\$2,500.00
<u>WASTEWATER</u>				
4' DIAMETER MANHOLES (Example)	EA	2.00	\$5,000.00	\$10,000.00
Subtotal Wastewater				\$10,000.00
<u>EROSION & REVEGETATION</u>				
REVEGETATION (Example)	LS	1.00	\$3,000.00	\$3,000.00
Subtotal Erosion & Revegetation				\$3,000.00
TOTAL PUBLIC IMPROVEMENTS				\$32,321.00

Note: Please submit on company letterhead. Must be signed by the licensed Engineer who constructed the project.

(Date)

Mr. John Doe
A Development Co.
0000 Place Drive
Somewhere, Texas 00000

SAMPLE
Engineer to Developer Letter

RE: (Project)

Dear Mr. John Doe:

At your request, I performed a final site inspection of the above project on *(date)*. Please accept this letter as my certification that the civil portion of this project *(project name)* is complete and has been built to my plans and specifications. I have submitted As-Built drawings to the Development Services Office Engineer and have certified that the improvements described in those plans comply with the subdivision ordinances and stormwater drainage policy adopted by the City of Round Rock, Texas.

Sincerely,

(Engineer)

Note: Please submit on company letterhead with original signature including title.

(Date)

Development Services Manager
City of Round Rock
301 W. Bagdad, Suite 140
Round Rock, TX 78664

SAMPLE
Owner Acceptance Request Letter

RE: (Project)

Dear Development Services Manager:

This letter is to inform you that the above-referenced project is complete. To the best of my information and belief, the contractor(s) has complied with the regulations contained in chapter eight (8) of the Round Rock City Code and I am requesting final acceptance for maintenance of the completed improvements by the City of Round Rock.

Sincerely,

(Subdivider)